TEXAS
Health and Human Services

Independent School Districts

Random Moment Time Study

The Agenda

Random Moment Time Study (RMTS) will include:

- RMTS Overview
- RMTS Requirements
- Contacts – Roles and Responsibilities
- Participant List
- Moment Selection
- Moment Response
- System Demonstration
- Polling Questions
- School Health and Related Services (SHARS) Cost Reporting Overview
- Medicaid Administrative Claiming (MAC) Overview
- Wrap up

TEXAS
Health and Human Services

What is Random Moment Time Study (RMTS)?

- A valid random sampling technique that measures the participant's time performing work activities

- The "Moment" represents one minute of time that is randomly selected from all available moments within the quarter

- Statewide time study sample

  Regardless of the district the time study participant is located, once the moment has occurred, please logon to STAIRS and respond to the series of questions documenting the activity being performed and the name of the district.

TEXAS
Health and Human Services

Overview - Purpose of RMTS

To determine the percentage of time the Independent School District (ISD) incurs assisting individuals to access medically necessary Medicaid funded services.

Direct Medical Services - SHARS

- Medicaid Outreach
- Medicaid Eligibility Determination
- Medicaid Referral, Coordination, and Monitoring
- Medicaid Staff Training
- Medicaid Transportation
- Medicaid Translation
- Medicaid Program Planning, Development & Interagency Coordination
- Medicaid Provider Relations

To Reasonably identify staff time spent on activities during the given quarter.

TEXAS
Health and Human Services

Overview - Time Study Activities

Direct Medical – Providing care, treatment and/or counseling

Outreach – Informing students, families and groups about available services

Eligibility – Assisting students or families with the Medicaid eligibility process

Referral, Coordination, and Monitoring – Making referrals, coordinating and/or monitoring activities on a student's Individualized Educational Plan (IEP)

Staff Training – Coordinating, conducting or participating in training pertaining to medical or Medicaid services

Translation – Arranging or providing translation to a student or family to access medical or Medicaid services

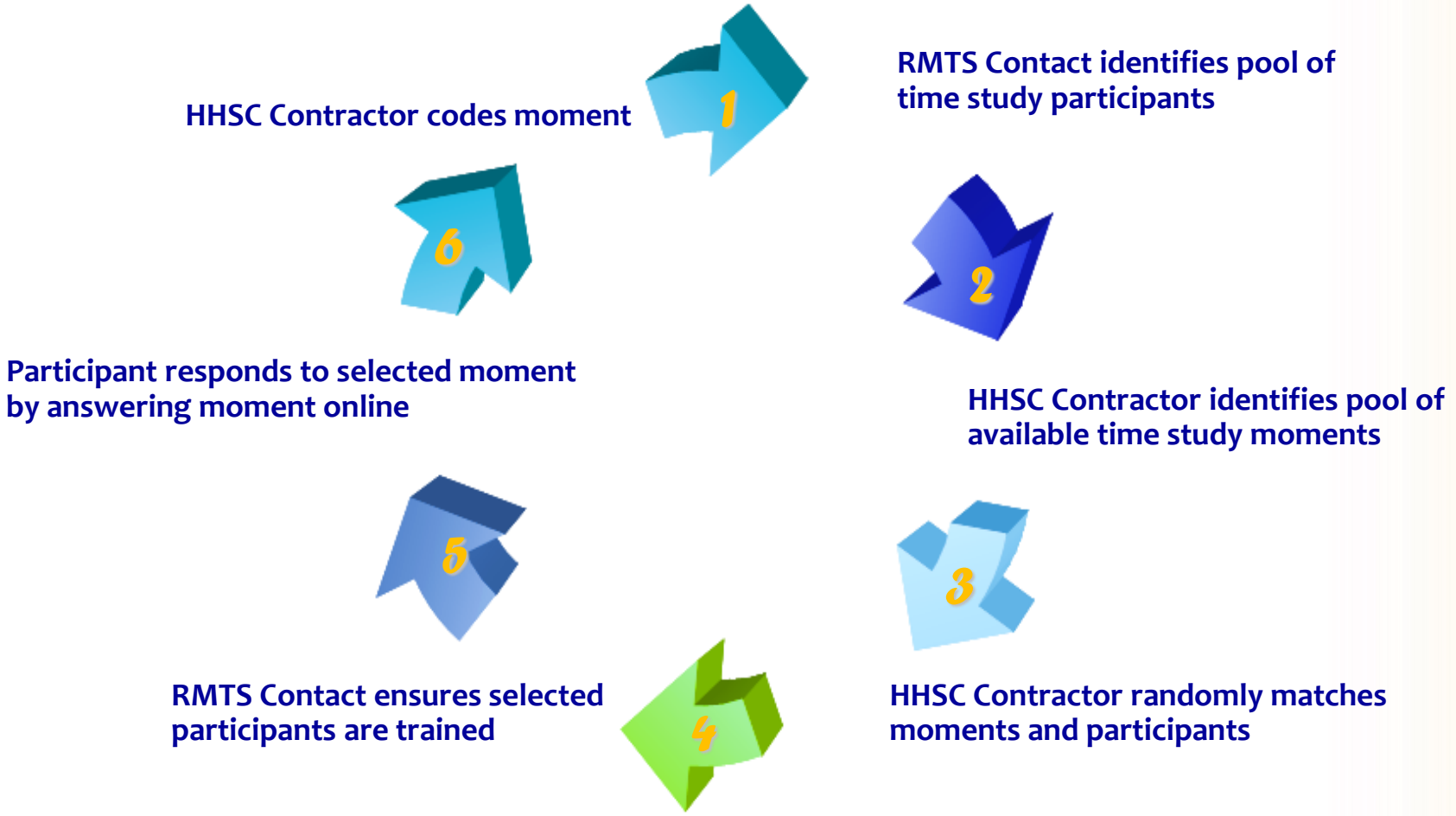
Transportation – (Exclude bus drivers) aides and monitors accompanying students in need of personal care services or arranging transportation to medical services

Program Planning, Development & Interagency Coordination – Developing strategies to improve the coordination and delivery of medical or Medicaid services

Provider Relations – Activities to secure and maintain Medicaid providers

TEXAS
Health and Human Services

Overview- RMTS Process



TEXAS
Health and Human Services

Requirements for RMTS

In order to participate, you must…

- Time Study Periods (Federal Fiscal Quarters)
  - 1st Quarter - October, November, December
  - 2nd Quarter - January, February, March
  - 3rd Quarter - April, May, June
  - 4th Quarter – **No Time Study conducted**
- For SHARS - An active Texas Provider Identifier (TPI) number from Texas Medicaid & Healthcare Partnership (TMHP) is required.
- For MAC - A valid SCOR number from HHSC is required.
- Participant List (PL) must be certified for ISD to participate in the random moment time study (RMTS).
- To be included on the MAC claim and/or SHARS cost report position must be included on the PL.
- A statewide response rate of 85% for RMTS moments is required.
- Mandatory annual training for RMTS Contact and participants is required.

TEXAS
Health and Human Services

Requirements - Important Dates

Event	Opens/Begins	Closes/Ends (6 p.m. CT)
Participant List (PL)		
1st Quarter PL	05/14/2021	09/15/2021
2nd Quarter PL	09/16/2021	12/15/2021
3rd Quarter PL	12/16/2021	03/04/2022
Time Study (TS)		
1st Quarter TS	10/01/2021	12/10/2021
2nd Quarter TS	01/10/2022	03/31/2022
3rd Quarter TS	04/01/2022	05/27/2022

TEXAS Health and Human Services

Requirements - Training

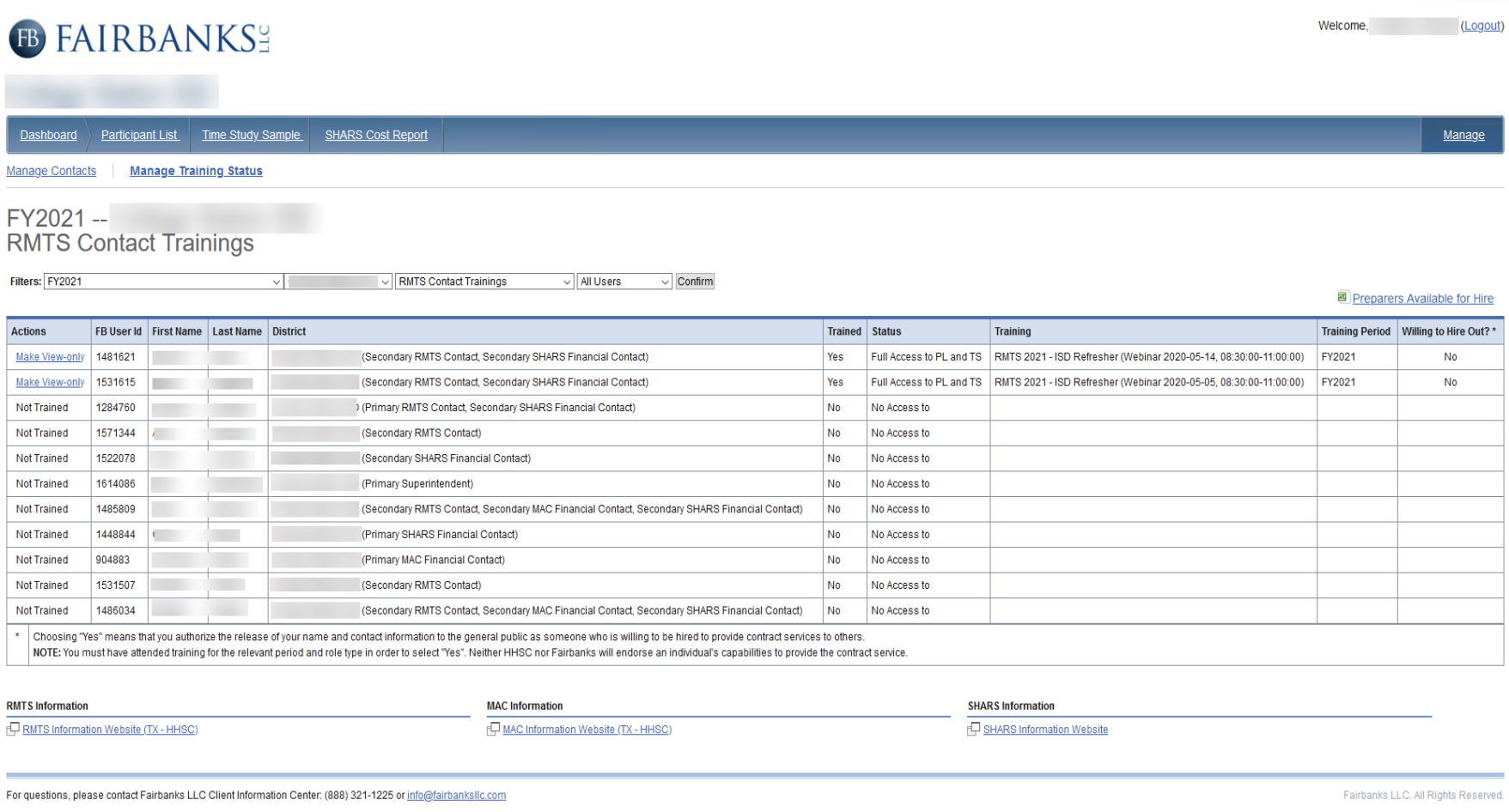
- Each RMTS Contact must complete HHSC training annually
- RMTS contacts are required to complete only one HHS annual initial training and then are eligible to take “refresher” trainings.
- Initial training must be interactive and therefore must be conducted via Face-to-Face, Webinar, Skype or Teleconference
- Refresher training may be conducted via CD's, videos, web-based and self-paced training
- HHSC recommends that all participating ISD’s have at least 2 employees attend mandatory RMTS Contact training
- Trained RMTS contacts are responsible for training Time Study (TS) participants annually
- MAC Financial Contact training and SHARS Financial Contact training are mandatory and held separately

TEXAS
Health and Human Services

Requirements - Training

Full Access versus View Only Access

System Access is limited to "View Only" until training is completed



FAIRBANKS LLC

Welcome, [redacted] (Logout)

Dashboard | Participant List | Time Study Sample | SHARS Cost Report | Manage

Manage Contacts | Manage Training Status

FY2021 -- [redacted]
RMTS Contact Trainings

Filters: FY2021 | [redacted] | RMTS Contact Trainings | All Users | Confirm

Preparers Available for Hire

Actions	FB User Id	First Name	Last Name	District	Trained	Status	Training	Training Period	Willing to Hire Out? *
Make View-only	1481621	[redacted]		(Secondary RMTS Contact, Secondary SHARS Financial Contact)	Yes	Full Access to PL and TS	RMTS 2021 - ISD Refresher (Webinar 2020-05-14, 08:30:00-11:00:00)	FY2021	No
Make View-only	1531615	[redacted]		(Secondary RMTS Contact, Secondary SHARS Financial Contact)	Yes	Full Access to PL and TS	RMTS 2021 - ISD Refresher (Webinar 2020-05-05, 08:30:00-11:00:00)	FY2021	No
Not Trained	1284760	[redacted]		(Primary RMTS Contact, Secondary SHARS Financial Contact)	No	No Access to			
Not Trained	1571344	[redacted]		(Secondary RMTS Contact)	No	No Access to			
Not Trained	1522078	[redacted]		(Secondary SHARS Financial Contact)	No	No Access to			
Not Trained	1614086	[redacted]		(Primary Superintendent)	No	No Access to			
Not Trained	1485809	[redacted]		(Secondary RMTS Contact, Secondary MAC Financial Contact, Secondary SHARS Financial Contact)	No	No Access to			
Not Trained	1448844	[redacted]		(Primary SHARS Financial Contact)	No	No Access to			
Not Trained	904883	[redacted]		(Primary MAC Financial Contact)	No	No Access to			
Not Trained	1531507	[redacted]		(Secondary RMTS Contact)	No	No Access to			
Not Trained	1486034	[redacted]		(Secondary RMTS Contact, Secondary MAC Financial Contact, Secondary SHARS Financial Contact)	No	No Access to			

* Choosing "Yes" means that you authorize the release of your name and contact information to the general public as someone who is willing to be hired to provide contract services to others.
NOTE: You must have attended training for the relevant period and role type in order to select "Yes". Neither HHSC nor Fairbanks will endorse an individual's capabilities to provide the contract service.

RMTS Information — RMTS Information Website (TX - HHSC)

MAC Information — MAC Information Website (TX - HHSC)

SHARS Information — SHARS Information Website

For questions, please contact Fairbanks LLC Client Information Center: (888) 321-1225 or info@fairbanksllc.com

Fairbanks LLC. All Rights Reserved.

TEXAS Health and Human Services

STAIRS Contacts

- District Contacts
  - Superintendent
  - RMTS Contacts
  - MAC Financial Contacts
  - SHARS Financial Contacts
- Time Study Participants
- Health and Human Services Commission
- HHSC Contractor
  - Fairbanks LLC
    - Technical Support
    - Central Coding Staff

TEXAS
Health and Human Services

Superintendent

- Is **no longer** included on the participant list in any job category including Personal Care Services (PCS)
- Must be designated as a contact in STAIRS. Username and password will be provided via E-mail
- Has the ability to add "Primary" RMTS contact

  Primary RMTS Contact can add Secondary Contacts

  When a Primary or Secondary RMTS contact is added, it automatically generates an e-mail containing their username and password

TEXAS
Health and Human Services

RMTS Contact

- Must be an employee of ISD or its designee
  - Primary RMTS Contact must be an employee of ISD
  - ISD assumes all responsibility for designee's actions/non-actions
- Ensure all contact information is current and accurate
- Must attend annual training provided by HHSC
- Verify and update quarterly Participant List
- Provides RMTS training to sampled participants
- Provides ongoing technical assistance to participants
- Ensure ISD compliance with 85% required response rate
  - Receives weekly list of participants that did not respond to their moments (document reason for missed moments)
- Contact can enter paid and unpaid time off for the selected participants when they are unavailable

TEXAS
Health and Human Services

RMTS Contact (con't)

- Time study participants who are absent at the time of their selected moment but will return within 5 business days, should complete the moment.
- The RMTS Contact will need to respond to the moment as "paid or unpaid" leave if the participant will not return within 5 business days.
- If a position is Vacant, the RMTS Contact should respond to the moment as "unpaid" leave. If a position has been filled, the selected moment should be forwarded to the new employee for response.
- If the position is filled after the 3 day notification has been e-mailed to the vacant position or the employee previously in that position, the new employee will have to use the username and password provided on the 3 day notification

TEXAS
Health and Human Services

Time Study Participant

Time Study Participant must:

- Must answer the following to document the sampled moment:
  - Who was with you?
  - What were you doing?
  - Why were you performing activity?
- Must attend annual training provided by trained RMTS Contact
- Participant notified of moment 3 days in advance
- Enter response within 5 business days of moment
- Reminders sent to participants via e-mail at 24, 48, & 72 hrs.

  Primary RMTS Contact copied on the 72 hour reminder
- Failure to enter the information will disqualify the moment
- Respond to follow-up questions from coders within 3 business days from receipt of e-mail.

  Primary RMTS Contact will be copied on the e-mail

TEXAS Health and Human Services

HHSC – Time Study Unit

- Provides RMTS support and guidance
- Provides training to RMTS Contacts
- Provides training to Central Coders
- Works with appropriate federal agencies to design and implement programs
- Conducts ongoing program review to include:
  - Time Study results
  - Compliance with training requirements
  - Documentation compliance
- Sends out the non-compliance notification letters

TEXAS
Health and Human Services

Fairbanks, LLC.

Central Coders

- Receives training from HHSC on activity codes
- Review the participant's response for the sampled moment
- Assigns activity code using uniform time study codes
- When additional information is needed they must obtain clarifying information from time study participants via follow-up e-mail within 3 business days of request.
- Moments and assigned codes are reviewed by a 2nd and 3rd coder for agreement and quality assurance

TEXAS
Health and Human Services

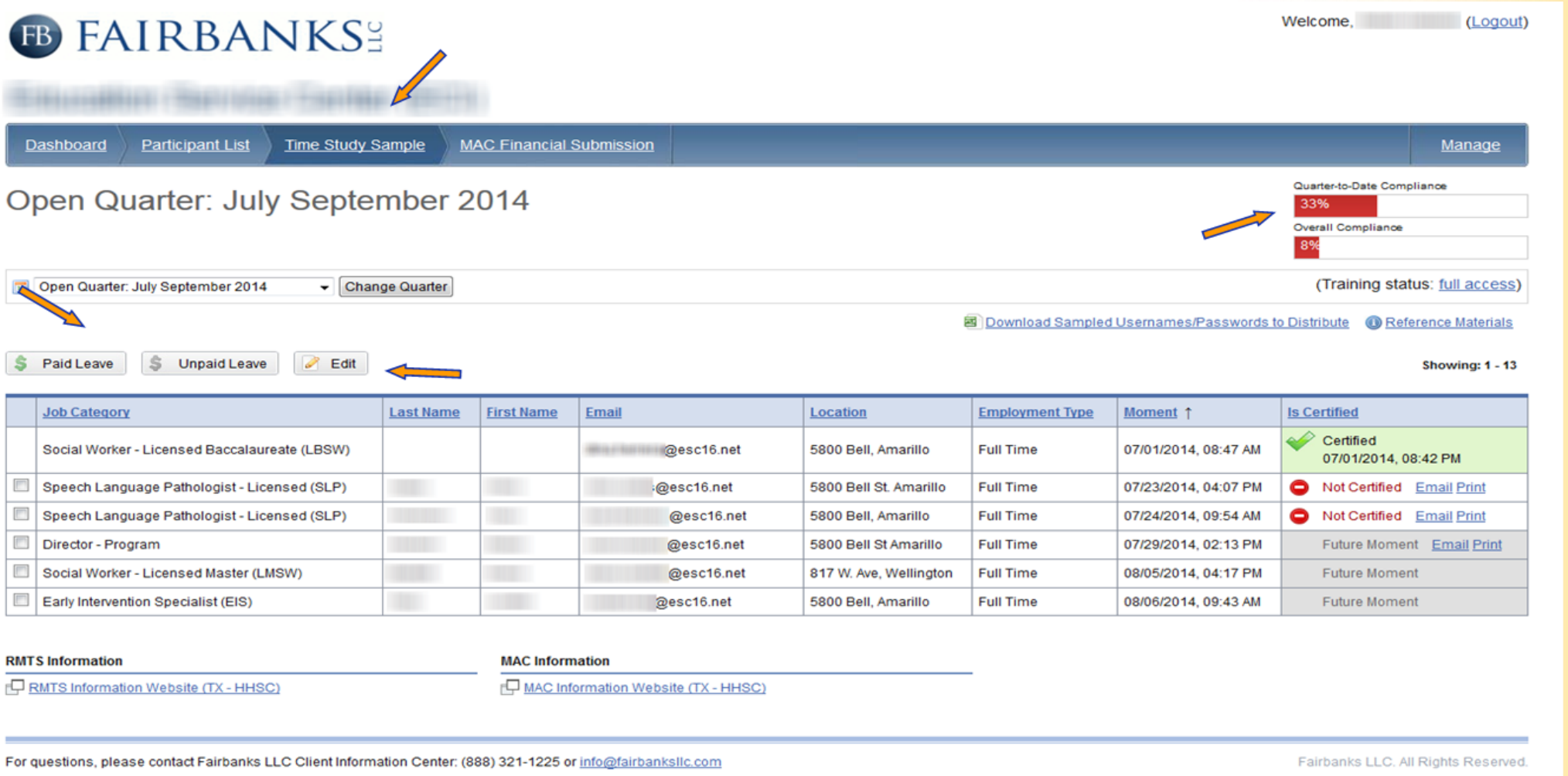
Fairbanks, LLC. (con't)

Technical Support

- Contracted by HHSC to operate and administer the web-based RMTS system
- Assist in annual training for RMTS Contacts
- Ongoing system support
- Send e-mail notification to selected participant 3 days prior to the sampled moment
- Send reminder e-mails for non-response to the sampled moment

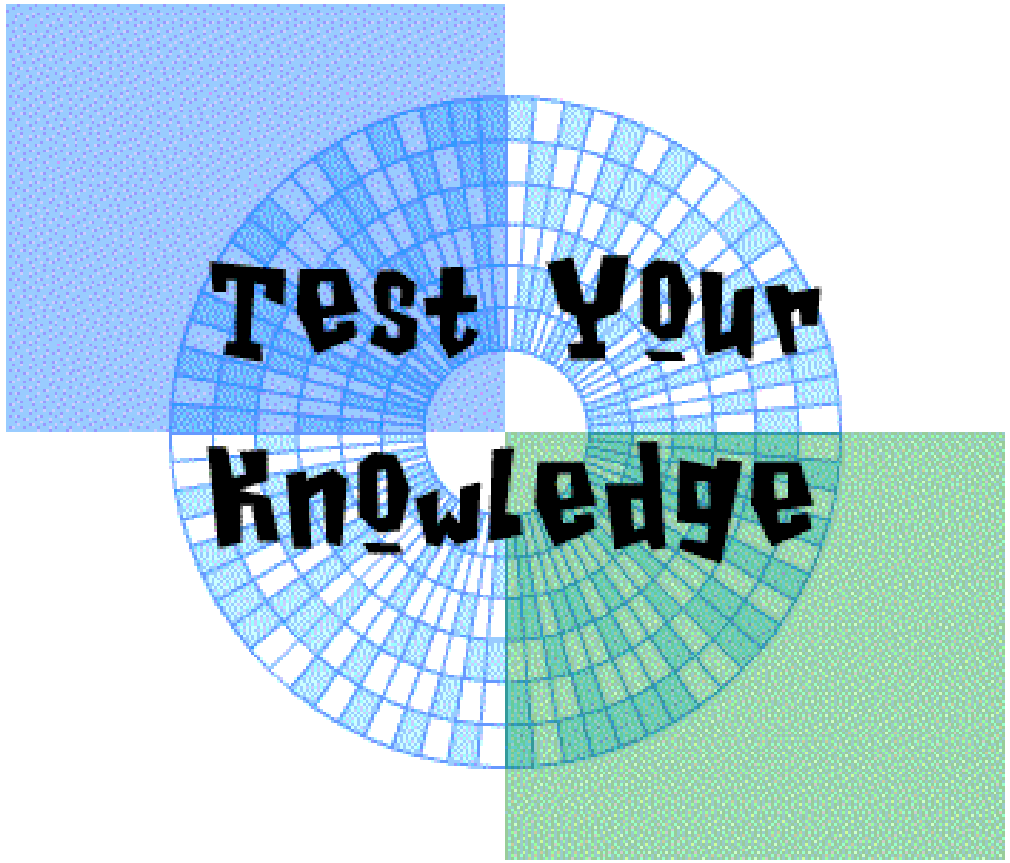
TEXAS
Health and Human Services

Manage Time Study Sample



TEXAS Health and Human Services

Polling Question



TEXAS
Health and Human Services

Polling Question

1. If a participant is selected for a "moment" the participant should respond to the moment stating:

A. A summary of what their job duties are

B. What was specifically done at their moment

C. What they were doing in that one minute of the moment

D. Both B & C

E. None of the above

TEXAS
Health and Human Services

Participant List

Participant List

- Development
- Certification
- Who's In
- Drop Down Options
- System Demonstration

PL - Development

- At the beginning of each quarter only the trained RMTS Contact provides in STAIRS a comprehensive list of staff eligible to participate in the RMTS.
- Once PL is closed you cannot add/delete a participant nor change position/function category.
- No changes can be made after the 3rd quarter PL closes until next FFY PL opens, unless you attend an early May training which gains you access to PL mid-May.

TEXAS
Health and Human Services

PL - Development

An accurate PL is a critical part for ensuring eligibility for MAC and/or SHARS

If an ISD does not update/certify its PL by the deadline:

They are ineligible to submit a MAC claim for that quarter

They are ineligible for SHARS reimbursement for the entire FFY 2021

Every time the PL is updated, it is also certified.

The RMTS Contact must open the PL and click the "certify the PL" button prior to the deadline, even if there are no changes to the participant list from the previous quarter.

Reminder e-mails will be sent only to those ISDs that have not certified their PL

The PL provides a basis to identify the positions that may be included in the MAC claim and SHARS cost report

TEXAS
Health and Human Services

PL - Development

Staff chosen to participate in RMTS will be categorized in one of two staff pools in Fairbanks as:

Administrative Services (MAC only)

Only includes staff who perform administrative activities associated with Medicaid.

Direct Service Administrative

Eligible staff providing direct medical services and administrative activities associated with Medicaid.

Administrative staff such as executive directors, program directors, principals, assistant principals, special education directors, and other managers/supervisory staff are not to be included in the time study

TEXAS Health and Human Services

PL - Development

Vacant Positions

Inconsistent implementation from year to year and district to district

- Only the vacant position(s) the district anticipates filling during the quarter should be included on the PL
- Should be reviewed and edited each quarter before the PL closes
- Loading the PL with vacant positions limits the opportunity for the selected moment to be a reimbursable response
- RMTS Contact responds to the moment as paid/unpaid leave
- Excess ultimately lowers the RMTS percentage across the State

TEXAS
Health and Human Services

PL - Development

Duplicate Positions - What To Do???

- Identify and Remove from PL
- If more than one job function is performed by the participant, only include it once on the PL in the category/function performed majority of the time.
- Email(s) will be sent to those districts identified as having possible duplicate entries.
- HHSC trained RMTS Contact will be responsible for removing duplicate entries prior to the PL close date.

To remove duplicates from the PL do the following:

Export your PL to Excel. Choose the column of data (e.g. address, external ID) that may have duplicates. Highlight that column and choose the "conditional formatting" option. You'll see an option there to "highlight duplicate values"

It's easy to identify and remove any duplicates.

TEXAS
Health and Human Services

PL - Who's In???

Participant List includes:

- Staff who perform SHARS Direct Medical Services or MAC activities:
  - Regular duties on a weekly basis
  - Regular Staff
  - Federally funded employees
- Contractors (including all positions) who are not employees of ISD but provide services for ISD.
  - For one position being filled by multiple contractors, it should be listed as one position on PL
  - For multiple positions filled by one or more contractors, then each position should be listed on PL.
- Vacant positions that are anticipated to be filled (with reasonably certainty) during the quarter.

TEXAS Health and Human Services

PL - Category Clarification

PL categories with mixed job functions and titles:

- Personal Care Service Provider
- Delegated Nursing
- Service Coordinator/Case Manager
- Outreach Worker
- Behavioral Counselor

Note: These categories must include the functional (or working) job title on the PL

TEXAS
Health and Human Services

PL - Category Clarification

Who is NOT eligible for SHARS:

SBEC Certified or TEA Certified School Counselor and Educational Diagnostician job titles unless performing PCS and/or on PL for MAC if school participates in MAC.

Note: SBEC Certified or TEA Certified School Counselors and Educational Diagnosticians still have to qualify under the Admin Cost Pool eligible category by performing Medicaid allowable activities to be included in the RMTS

TEXAS
Health and Human Services

PL - Drop Down Options

SHARS Direct Medical Categories

Registered Nurses (RN)

Licensed Vocational Nurses (LVN)

Advanced Practical Nurses (APN)

Delegated Nursing Services

Physicians (MDs & DOs)

Licensed Audiologist

Licensed Assistant in Audiology

Licensed Occupational Therapist (OT)

Certified Occupational Therapy Assistant (COTA)

Licensed Physical Therapist (LP)

Licensed Physical Therapy Assistant (LPTA)

Licensed Psychological Associate

Licensed Psychologist

Licensed Specialist in School Psychology (LSSP)

Licensed Psychiatrist

ASHA-Equivalent Speech Language Pathologist (SLP) with Texas license and master's degree

ASHA SLPs with Texas licenses

Grandfathered SLP with Texas license and no master's degree

TEA- or SBEC-Certified Speech Therapists

Licensed Assistant in SLP

Licensed SLP Intern

Licensed Professional Counselor (LPC)

Licensed Marriage and Family Therapist (LMFT)

Licensed Clinical Social Worker (LCSW)

Personal Care Service Providers

****All inclusive list of SHARS providers approved by Center for Medicare & Medicaid Services (CMS)**

TEXAS Health and Human Services

PL - Drop Down Options

MAC Only Categories

- Behavioral Counselor
- Interpreter/Translator/Bilingual Specialist
- Licensed Bachelor of Social Work (LSW)
- Licensed Master of Social Work (LMSW)
- Physician Assistant (PA)
- Pregnancy, Education & Parenting Program Personnel
- Psychology Intern
- Orientation & Mobility Specialist
- Outreach Workers
- Service Coordinator/Case Managers

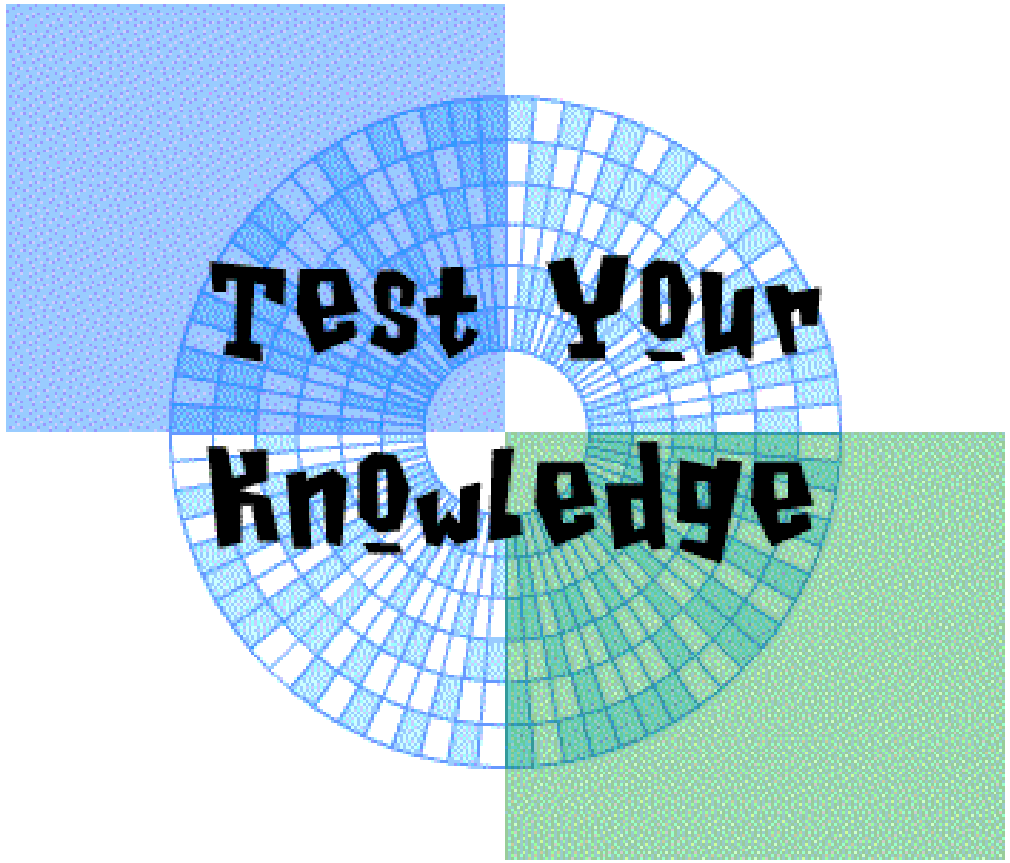
TEXAS
Health and Human Services

PL - System Demonstration

Demonstration of RMTS online system:

- Participant List Development
- Managing Contacts
- Designating “Willing to Hire Out”
- Training Tracking
- Time Study Sample
- Monitoring Response Completion
- Documenting non-response

Polling Questions



TEXAS
Health and Human Services

Polling Questions

2. To be included on the MAC claim and/or SHARS Cost Report, the position must be included on the PL.

   A. True
   B. False

3. A primary RMTS Contact does not have to be trained annually?

   A. True
   B. False

TEXAS
Health and Human Services

Polling Question

4. What is not a true statement if the PL isn't certified by the due date for the quarter?

A. For SHARS, district is ineligible for the rest of the FFY;
B. For MAC, districts are ineligible for the quarter.
C. All staff should be added on the PL.
D. When the PL closes, districts can still add participants
E. Both C&D

TEXAS
Health and Human Services

Educational or Direct Medical

Educational Services include:

- Reading/English/Language Arts
- Writing
- Mathematics
- Science
- Social studies
- Physical education
- Electives

TEXAS
Health and Human Services

Educational or Direct Medical

Direct Medical Services are:

- Medical Services that require a licensed skilled, trained professional, such as:
  - Nursing
  - Psychology
  - Counseling
  - OT, PT, Speech,
  - Evaluations
- Personal Care Services

Activities of Daily Living (ADL) or Instrumental Activities of Daily Living (IADL) that require human intervention to accomplish the task the student would normally do for themselves if they did not have a disability or chronic medical condition, i.e., hands on assistance, monitoring, cueing, redirection.

Personal Care Services

To ensure Personal Care Services are being documented correctly, a list of follow-up questions will be asked.

The RMTS Contact is responsible for training the time study participants as it pertains to personal care services, such as:

- A personal care service **is** a direct medical service
- A student receiving a personal care service should have an IEP that lists the specific activity and personal care service needed
- When responding to a time study moment, PCS Providers' response should be restricted to the one minute in time. **DO NOT** list multiple activities or their job description/responsibilities
- A response should always include the specific human intervention (cueing, monitoring, etc.) for the ADL being provided
- When responding to a time study moment if the "Why" states "to provide a direct medical service as defined on a student IEP", then the "What" should clearly define the personal care service
- In situations where lesson planning is being done, please indicate the specific student audience and if it is IEP related.

TEXAS
Health and Human Services

Personal Care Services

Personal care services (PCS) are provided to assist a student with a disability or chronic health condition so they may benefit from school/educational services

Personal care services include a range of human assistance provided to students to accomplish ADLs or IADLs the student would normally do for themselves if they did not have a disability

A student may be physically capable of eating lunch but is unable to independently eat in the cafeteria because of functional, cognitive, or behavioral impairments

PCS may be provided by a wide range of school personnel:

- Teacher Aides
- Mobility Specialists
- Instructional Aides
- Bilingual Aides
- Bus Aides/Monitors
- Health Care Aides Orientation
- Teachers
- Clerks

TEXAS Health and Human Services

Personal Care Services

Included but are not limited to:

- Eating/feeding
- Meal preparation
- Personal hygiene
- Toileting
- Maintaining continence
- Dressing
- Grooming
- Transferring
- Monitoring
- Redirection
- Cueing
- Positioning
- Ambulation
- Intervening with behaviors
- Respiratory assistance
- Assisting with self administering medication

TEXAS
Health and Human Services

Personal Care Services

PCS are often provided in Life Skills/Self-Contained classrooms because:

- The Life Skills class consists of students with Moderate to Severe disabilities, showing limitations in communication, social skills and activities of daily living (ADL)
- The course curriculum is driven by the student's needs as stated in each student's IEP
- These classes may have different skill areas addressed based on student needs, such as:

  Domestic skills
  Daily living skills
  Pre-vocational skills
  Vocational skills
  Social skills

TEXAS Health and Human Services

Educational vs. Direct Medical/PCS

- A teacher helping a student solve a math problem that they are having difficulty understanding.

- A PCSP is assisting a student solve a math problem by providing hand over hand assistance operating a calculator.

- A teacher demonstrating sounding out words during a reading lesson.

- A Speech Therapist is working with a student on an articulation exercise.

- A teacher in an inclusion class is teaching a Social Studies lesson.

- A teacher's aide is monitoring and cueing students in an inclusion class during a Social Studies lesson to stay seated.

TEXAS
Health and Human Services

Educational vs. Direct Medical/PCS

A Licensed Specialist in School Psychology providing academic counseling to a student.

A Licensed Specialist in School Psychology providing cognitive behavioral therapy to a student as part of their defined BIP.

A Nurse teaching students in a health class the benefits of proper hand washing.

A Delegated Nurse assisting a diabetic student in washing their hands prior to checking their blood sugar per the IEP.

A PCSP in the cafeteria monitoring all students.

A PCSP in the cafeteria cueing a student to swallow between bites during lunch.

TEXAS
Health and Human Services

What is Monitoring???

Monitoring is a Direct Medical Service when:

- The student just received medication as indicated on his/her IEP. The participant is monitoring the student for a reaction.

  This activity is a delegated nursing service

- Student's IEP requires that he/she receive continuous monitoring due to a behavior problem.

  This activity is a personal care service (PCS)

Monitoring is an Educational Service when:

- General monitoring of students in a cafeteria to ensure all students' behaviors are in accordance with school policy.

  This activity is general supervision of students

TEXAS
Health and Human Services

RMTS Moment

- Sampling and Notification
- Participant Questions
- System Demonstration
- Moment Completion

TEXAS
Health and Human Services

RMTS Moment - Notification

Example of E-mail sent to selected Participants

Medicaid Random Moment Time Study AJ20

1 message

Fairbanks - Time Study <info@fairbanksllc.com> Tue, Apr 14, 2020 at 5:12 AM
To:

Name:
District:
District Contact:
RMTS Category: Service Coordinator/Case Manager (MAC ONLY)
Random Moment: 08:00 AM on 04/17/2020

You have been selected to participate in the Random Moment Time Study (RMTS) which is a brief online survey on behalf of your school District. Your participation is mandatory and assists your school District in obtaining reimbursement for school-based health and outreach activities.

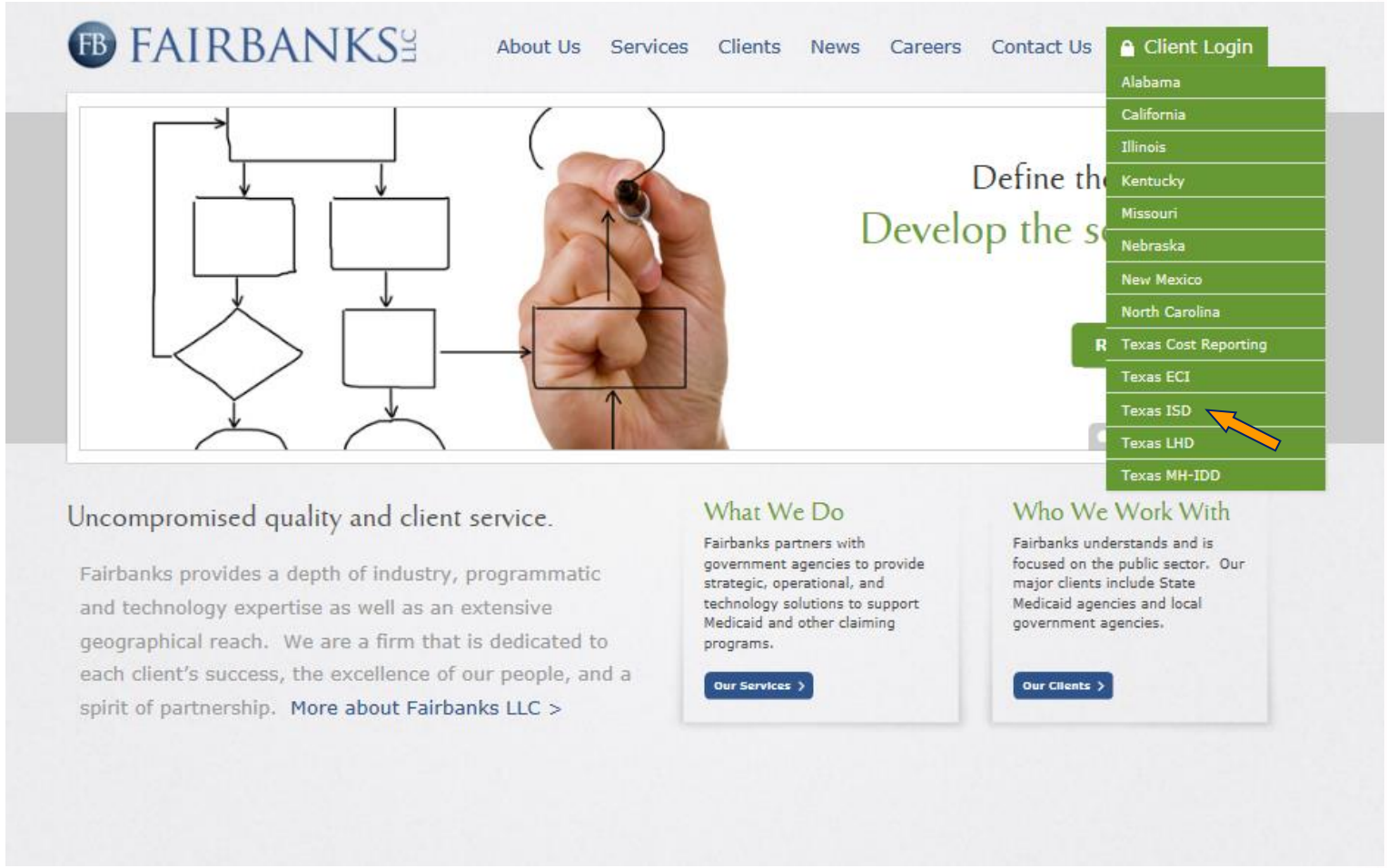
In order to complete the Random Moment Time Study, you will need to go to www.fairbanksllc.com and select CLIENT LOGIN (in upper right hand corner). You will then need to login with the information below and answer three simple questions to report the activity you were performing at your sampled moment of 08:00 AM on 04/17/2020.

User Name:
Password:

If you need any assistance or have any questions, please contact your District Contact listed above or the Fairbanks support line at (888) 321-1225 or at info@fairbanksllc.com.

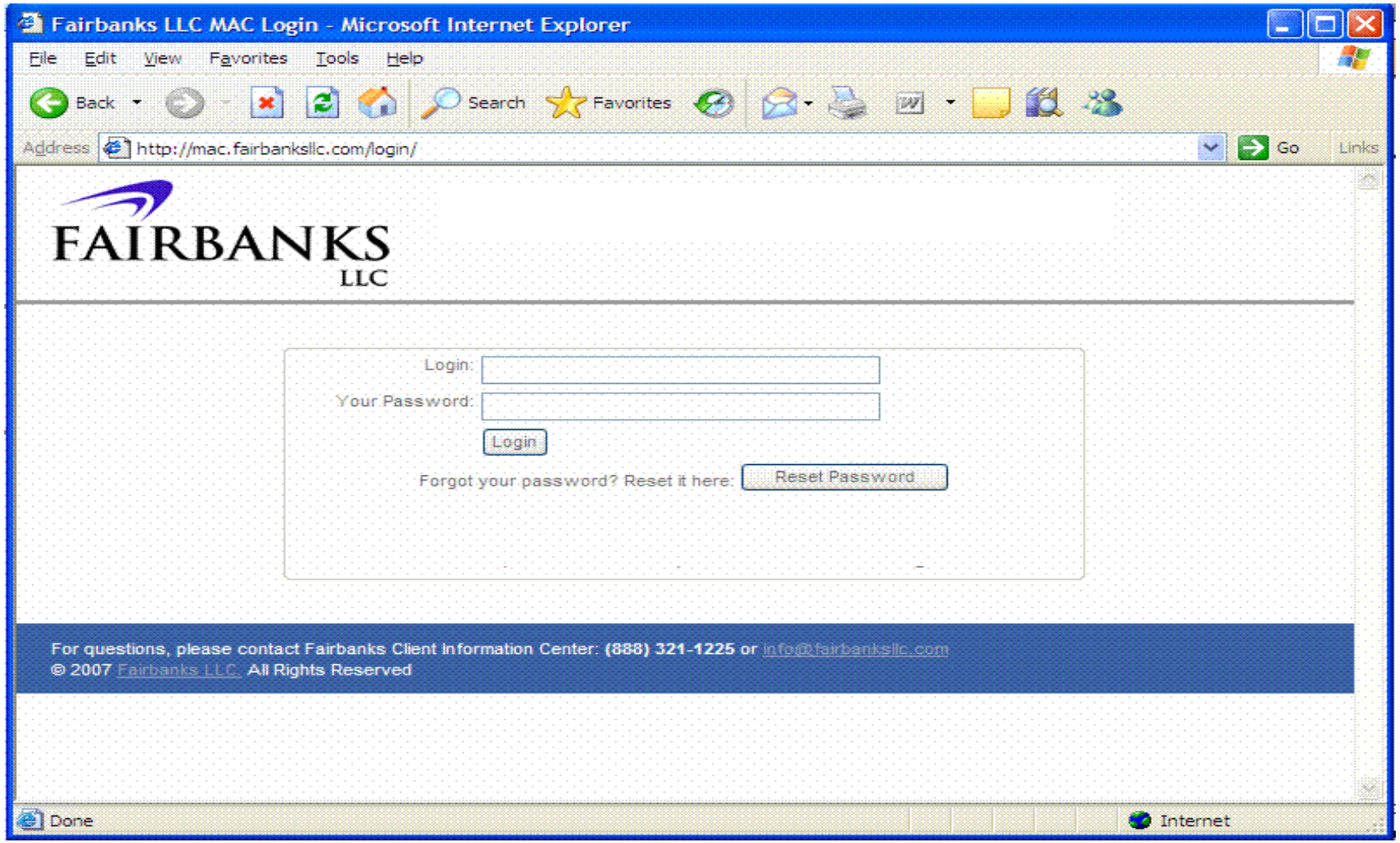
Moment - Welcome Screen

www.fairbanksllc.com



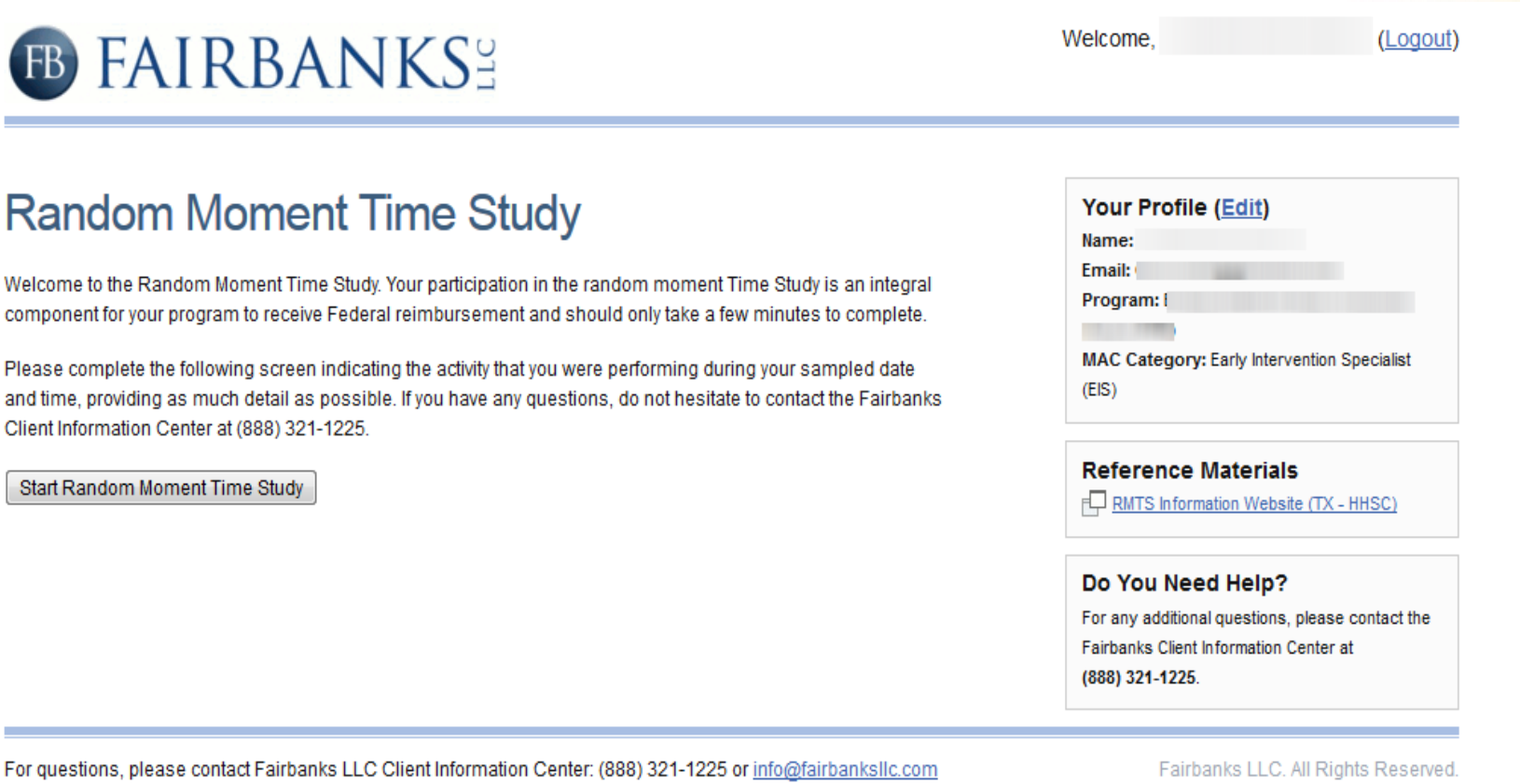
TEXAS Health and Human Services

Moment - Login Screen



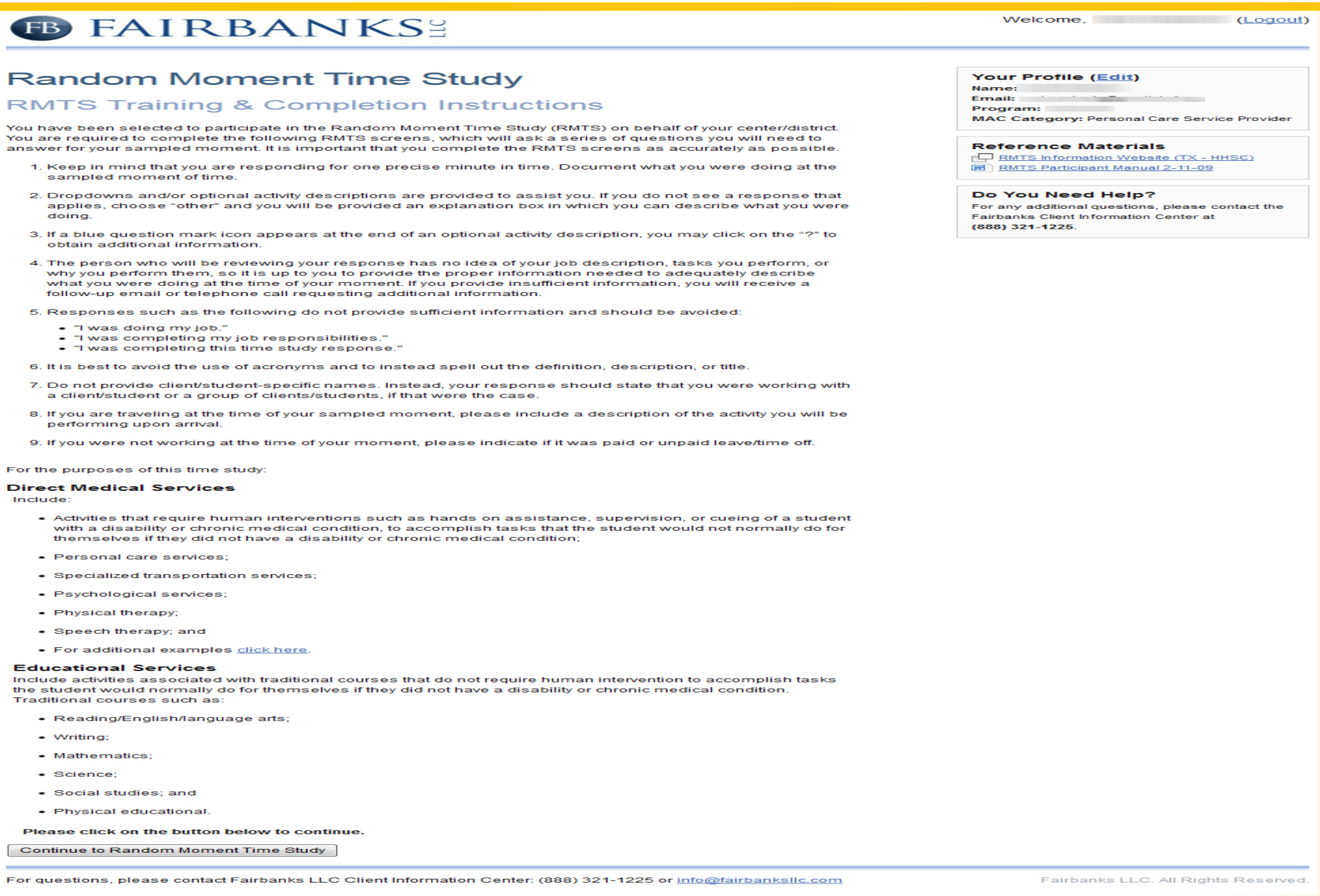
TEXAS Health and Human Services

Moment - Start RMTS



TEXAS Health and Human Services

Moment - Instruction Screen



FAIRBANKS LLC

Welcome, [redacted] (Logout)

Random Moment Time Study

RMTS Training & Completion Instructions

You have been selected to participate in the Random Moment Time Study (RMTS) on behalf of your center/district. You are required to complete the following RMTS screens, which will ask a series of questions you will need to answer for your sampled moment. It is important that you complete the RMTS screens as accurately as possible.

1. Keep in mind that you are responding for one precise minute in time. Document what you were doing at the sampled moment of time.
2. Dropdowns and/or optional activity descriptions are provided to assist you. If you do not see a response that applies, choose "other" and you will be provided an explanation box in which you can describe what you were doing.
3. If a blue question mark icon appears at the end of an optional activity description, you may click on the "?" to obtain additional information.
4. The person who will be reviewing your response has no idea of your job description, tasks you perform, or why you perform them, so it is up to you to provide the proper information needed to adequately describe what you were doing at the time of your moment. If you provide insufficient information, you will receive a follow-up email or telephone call requesting additional information.
5. Responses such as the following do not provide sufficient information and should be avoided:
   - "I was doing my job."
   - "I was completing my job responsibilities."
   - "I was completing this time study response."
6. It is best to avoid the use of acronyms and to instead spell out the definition, description, or title.
7. Do not provide client/student-specific names. Instead, your response should state that you were working with a client/student or a group of clients/students, if that were the case.
8. If you are traveling at the time of your sampled moment, please include a description of the activity you will be performing upon arrival.
9. If you were not working at the time of your moment, please indicate if it was paid or unpaid leave/time off.

For the purposes of this time study:

Direct Medical Services
Include:

- Activities that require human interventions such as hands on assistance, supervision, or cueing of a student with a disability or chronic medical condition, to accomplish tasks that the student would not normally do for themselves if they did not have a disability or chronic medical condition;
- Personal care services;
- Specialized transportation services;
- Psychological services;
- Physical therapy;
- Speech therapy; and
- For additional examples click here.

Educational Services
Include activities associated with traditional courses that do not require human intervention to accomplish tasks the student would normally do for themselves if they did not have a disability or chronic medical condition. Traditional courses such as:

- Reading/English/language arts;
- Writing;
- Mathematics;
- Science;
- Social studies; and
- Physical educational.

Please click on the button below to continue.

Continue to Random Moment Time Study

Your Profile (Edit)
Name: [redacted]
Email: [redacted]
Program: [redacted]
MAC Category: Personal Care Service Provider

Reference Materials
RMTS Information Website (TX - HHSC)
RMTS Participant Manual 2-11-09

Do You Need Help?
For any additional questions, please contact the Fairbanks Client Information Center at **(888) 321-1225.**

For questions, please contact Fairbanks LLC Client Information Center: (888) 321-1225 or info@fairbanksllc.com

Fairbanks LLC. All Rights Reserved.

TEXAS Health and Human Services

Moment - Responses

WHO Was With You ?

WHAT Were You Doing ?

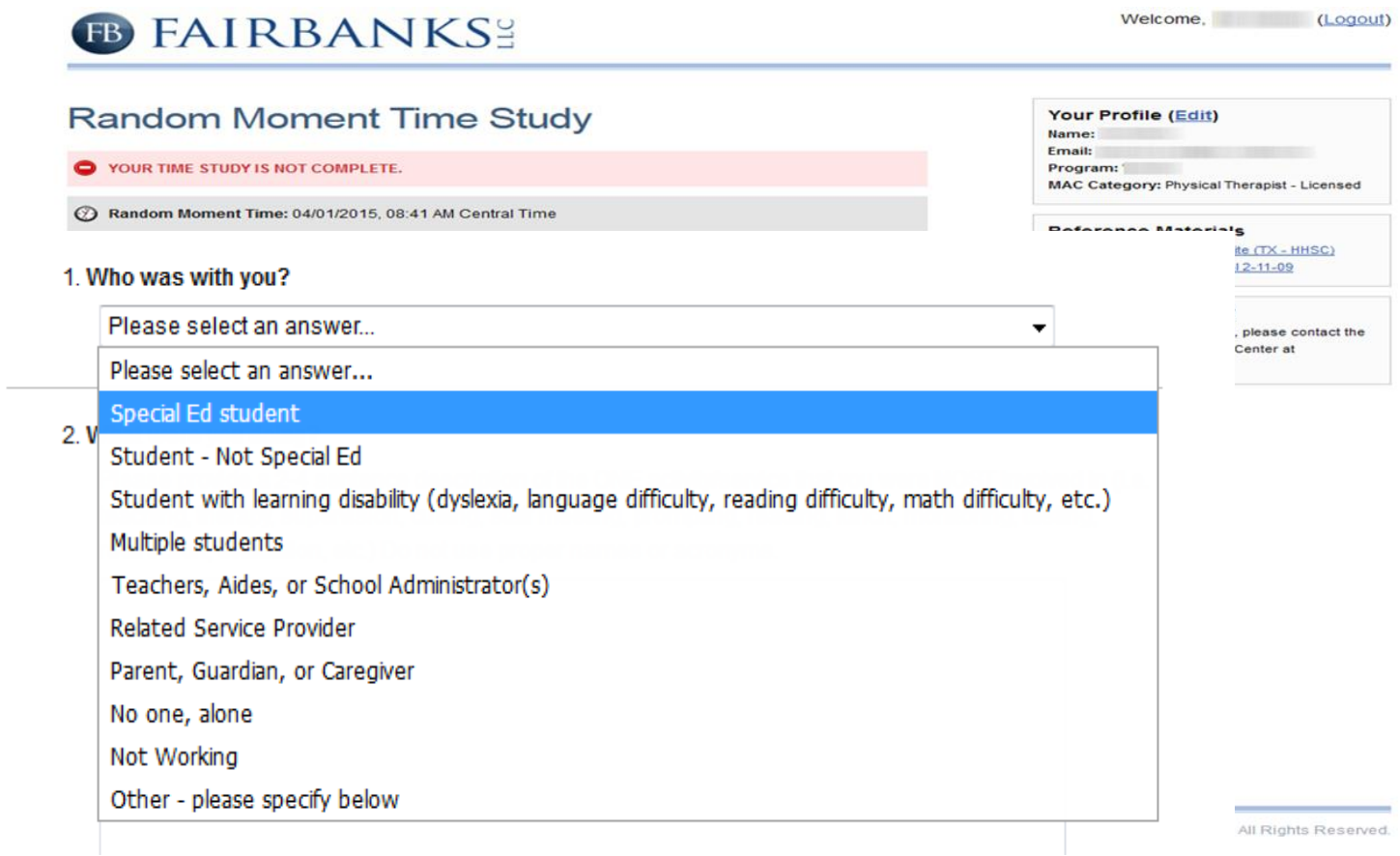
WHY Were You Doing It ?

TEXAS
Health and Human
Services

Moment - System Demonstration

Demonstration of RMTS online system:

Question: Who was with you???



TEXAS Health and Human Services

Response - Drop Downs

Question: Who Was With You???

1. Special Ed student
    - With health Impairment (chronic medical condition)
    - With physical disability
    - With intellectual disability (IDD)
    - With mental health/psychological disability (emotionally disturbed, etc.)
    - With autism
2. Student not Special Ed
3. Student with learning disability (dyslexia, language difficulty, reading difficulty, math difficulty, etc.)
4. Multiple students
    - All with either a disability or medical impairment
    - Some with disability or medical impairment and some with no disability or impairment
    - All without any disability or medical impairment

TEXAS Health and Human Services

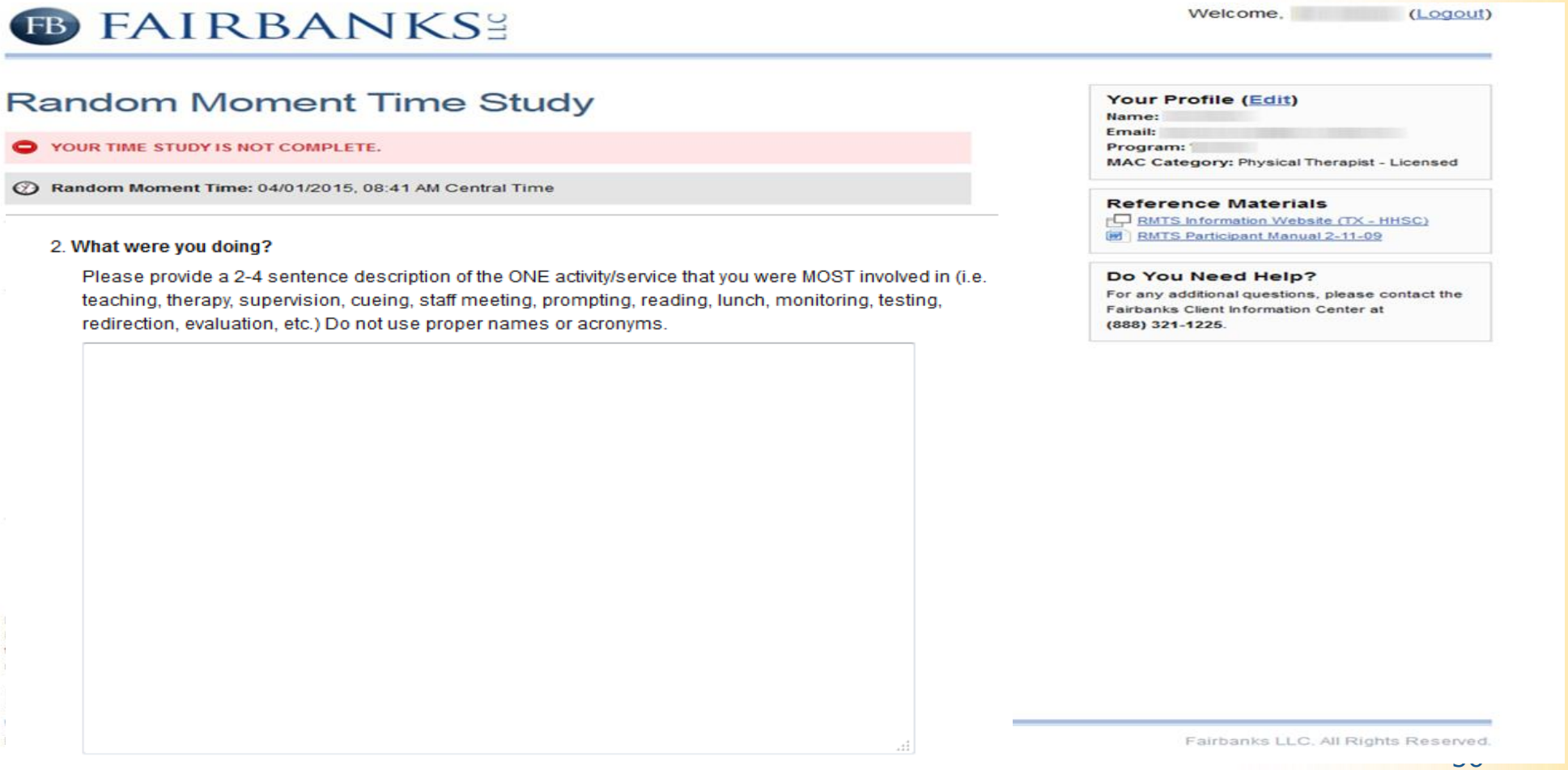
Response - Drop Downs

Question: Who Was With You???

5. Teachers, Aides, or School Administrator(s)
6. Related Service Provider
7. Parent, Guardian or Caregiver
8. No one, alone
9. Not Working
    - Paid time off
    - Unpaid time off
10. Other

Response – Open Text Box

Question: What Were You Doing???



TEXAS
Health and Human Services

Response – Open Text Box

Question: What Were You Doing? (Text Box)

Please provide a 2-4 sentence description of the ONE activity/service that you were MOST involved in (teaching, therapy, supervision, cueing, staff meeting, prompting, reading, lunch, monitoring, testing, redirection, evaluation, etc.)

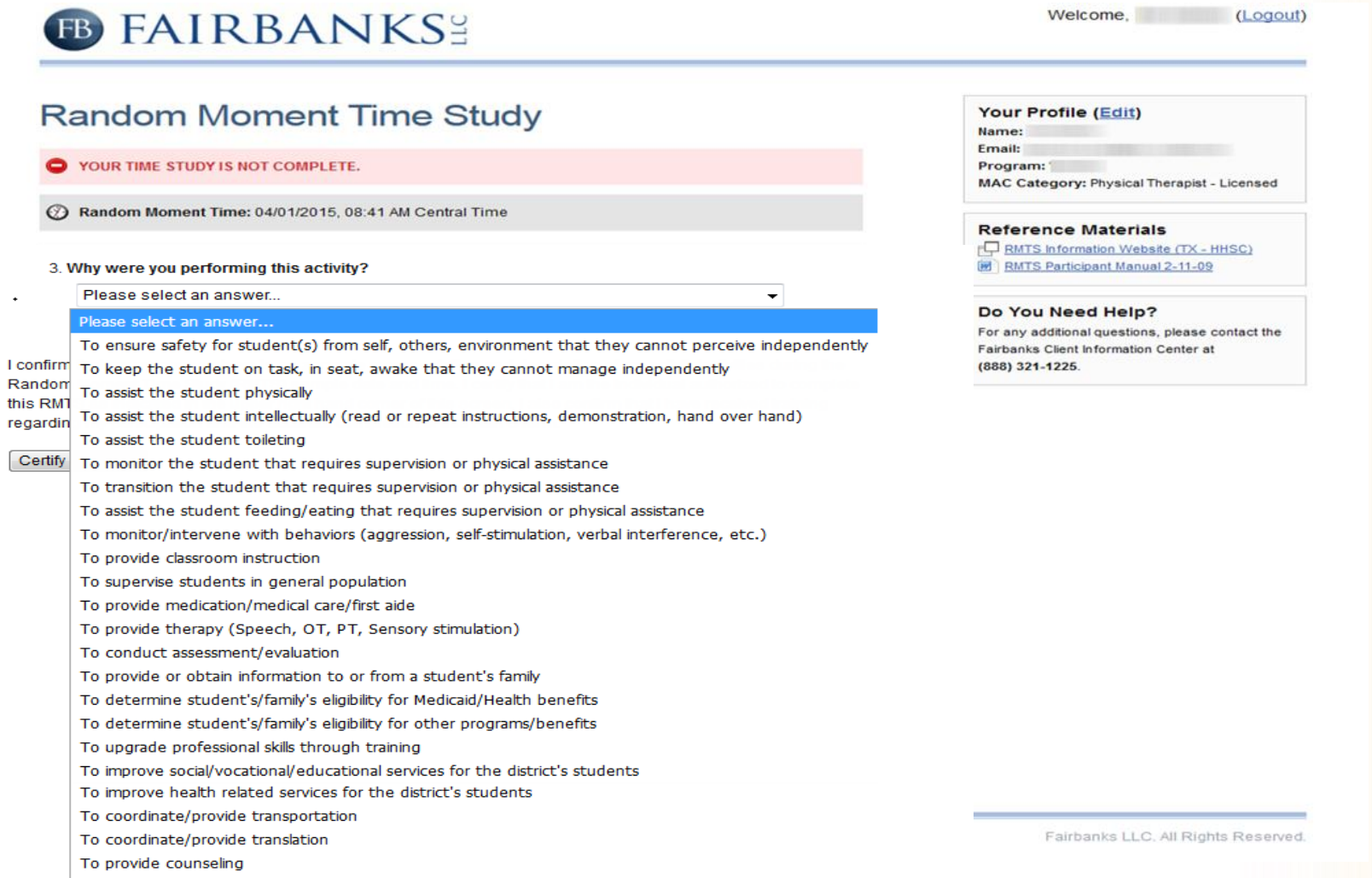
Please keep in mind:

- When providing PCS the "WHAT" is more about why the student needs your support rather than what is going on in the class.
- You are describing exactly what took place only in the 60 seconds of the moment
- The person coding the moment has no background or knowledge of ISD job descriptions; tasks performed or what Special Education is.
- Don't use acronyms in the description
- Don't use people's names in the responses
- If not working, indicate if it was paid or unpaid time off

TEXAS Health and Human Services

Response - Drop Downs

Question: Why Were You Performing This Activity???



TEXAS Health and Human Services

Response - Drop Downs

Question: Why Were You Performing This Activity???

1. To ensure safety for student(s) from self, others, environment that they cannot perceive independently
   - Per IEP
   - Without IEP
2. To keep the student on task, in seat, awake that they cannot manage independently
   - Per IEP
   - Without IEP
3. To assist the student physically
   - Per IEP
   - Without IEP
4. To assist the student intellectually (read or repeat instructions, demonstration, hand over hand)
   - Per IEP
   - Without IEP

TEXAS Health and Human Services

Response - Drop Downs

Question: Why were you performing this activity?

5. To assist the student toileting
   - Due to disability (cognitive, physical, or mental health) – Per IEP
   - Due to disability (cognitive, physical, or mental health) – Without IEP
   - As part of age appropriate toilet training (Pre-K and Kindergarten)
6. To monitor the student that requires supervision or physical assistance
   - Per IEP
   - Without IEP
7. To transition the student that requires supervision or physical assistance
   - Per IEP
   - Without IEP
8. To assist the student feeding/eating that requires supervision or physical assistance
   - Per IEP
   - Without IEP

TEXAS Health and Human Services

Response – Drop Downs

Question: Why were you performing this activity?

9. To monitor/intervene with behaviors (aggression, self stimulation, verbal interference, etc.)
   - With BIP (Behavioral Intervention Plan) Per IEP
   - With BIP (Behavioral Intervention Plan) Without IEP
   - Without BIP - Per IEP
   - Without BIP - Without IEP
10. To provide classroom instruction
11. To supervise students in general population
12. To provide medication/medical care /first aide
    - Per IEP
    - Without IEP
13. To provide therapy (Speech, OT, PT, Sensory stimulation)
    - Per IEP
    - Without IEP

TEXAS Health and Human Services

Response – Drop Downs

Question: Why were you performing this activity?

14. To conduct assessment/evaluation
    - Full Individual Evaluation (FIE) for Special Ed determination
    - Academic Assessment
    - Hearing/Vision Assessment
    - Speech, OT, PT, Nursing or Nutritional Assessment
15. To provide or obtain information to or from student's family
    - Regarding SHARS (School Health and Related Services)
    - Regarding all other services
16. To determine student's/family's eligibility for Medicaid/Health benefits
17. To determine student's/family's eligibility for other programs/benefits
18. To upgrade professional skills through training
    - Through medical/health related training
    - Through educational training

TEXAS Health and Human Services

Response – Drop Downs

Question: Why were you performing this activity???

18. To improve social/vocational/educational services for the district's students
19. To improve health related services for the district's students
20. To coordinate/provide transportation
    - For medical services for a specific student
    - For social/vocational/educational purposes
21. To coordinate/provide translation
    - For medical services for a specific student and/or student's family
    - For social/vocational/educational purposes
22. To provide counseling
    - Academic Counseling
    - Vocational Counseling
    - Mental Health Counseling per IEP
    - Mental Health Counseling without IEP
    - Other

TEXAS Health and Human Services

Response – Drop Downs

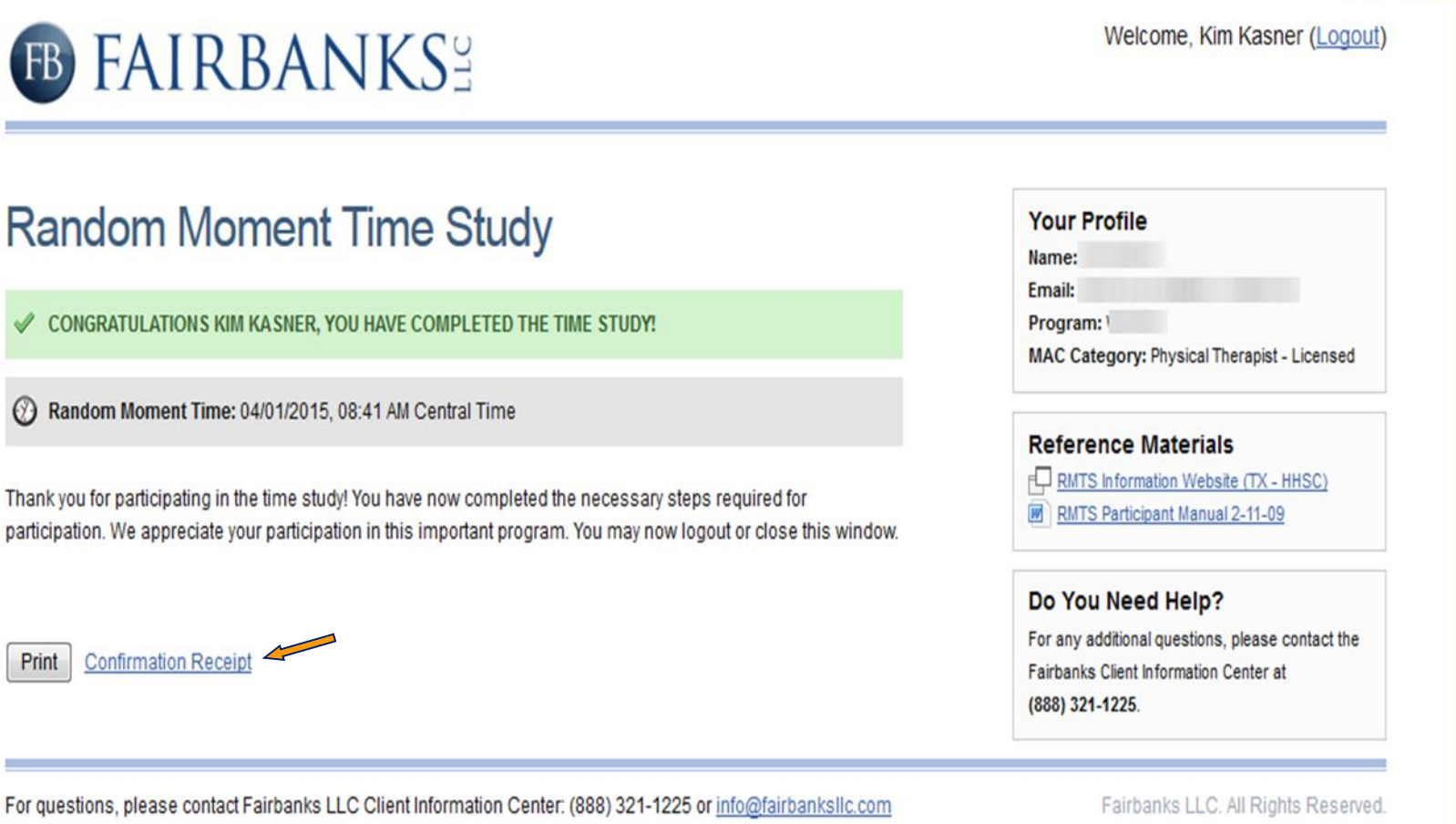
Question: Why were you performing this activity???

23. To participate in a meeting
    - Staff – Academic discussion
    - Staff – SHARS Medical/Medicaid discussion
    - IEP – Academic discussion
    - IEP - SHARS Medical/Medicaid discussion
    - Other
24. Not working
    - Paid Time Off
    - Unpaid Time Off
25. Other

**Please explain why you chose the answer "Other" – please specify below

Complete Time Study -

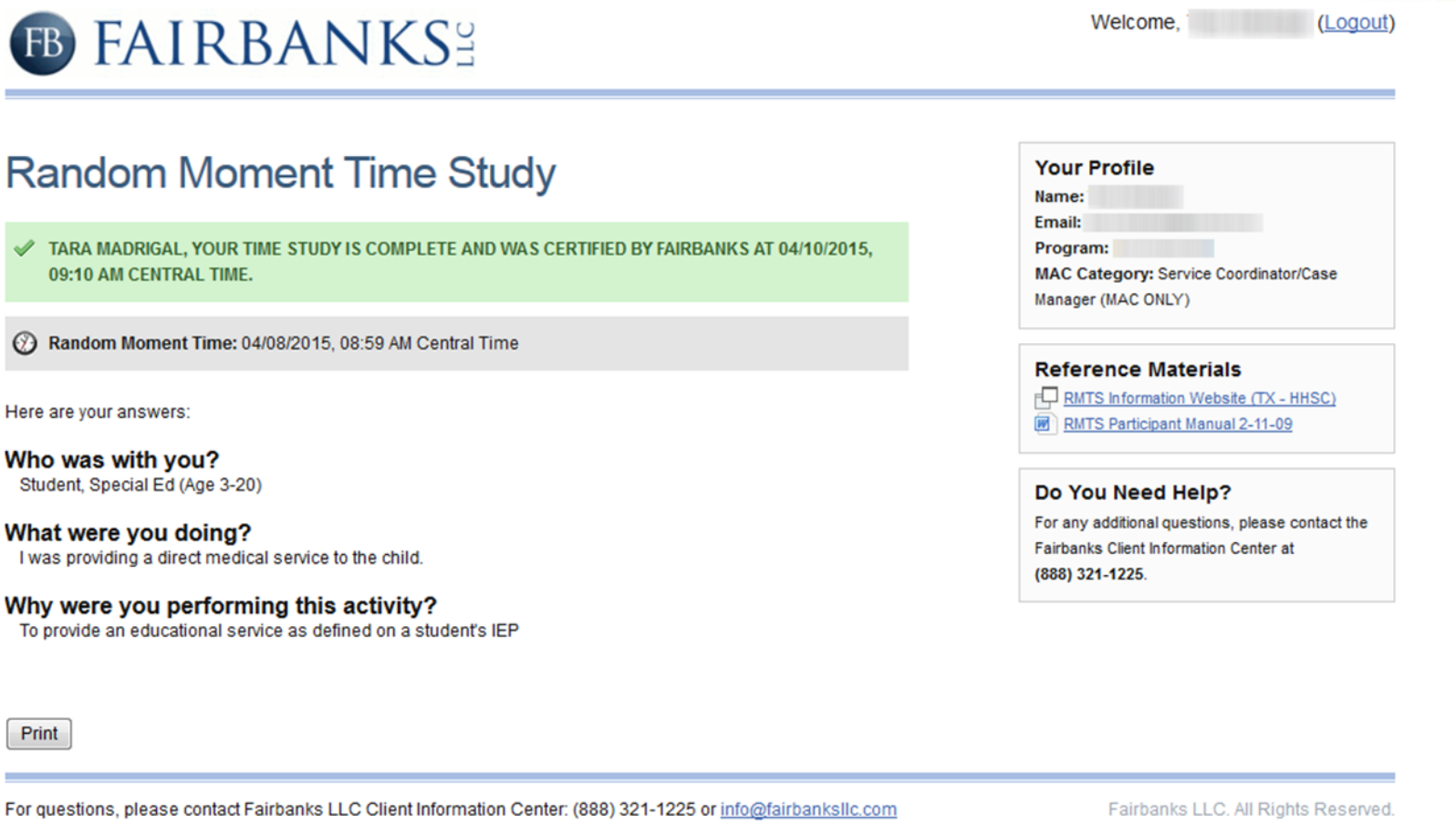
Review and Submit (Print)



TEXAS Health and Human Services

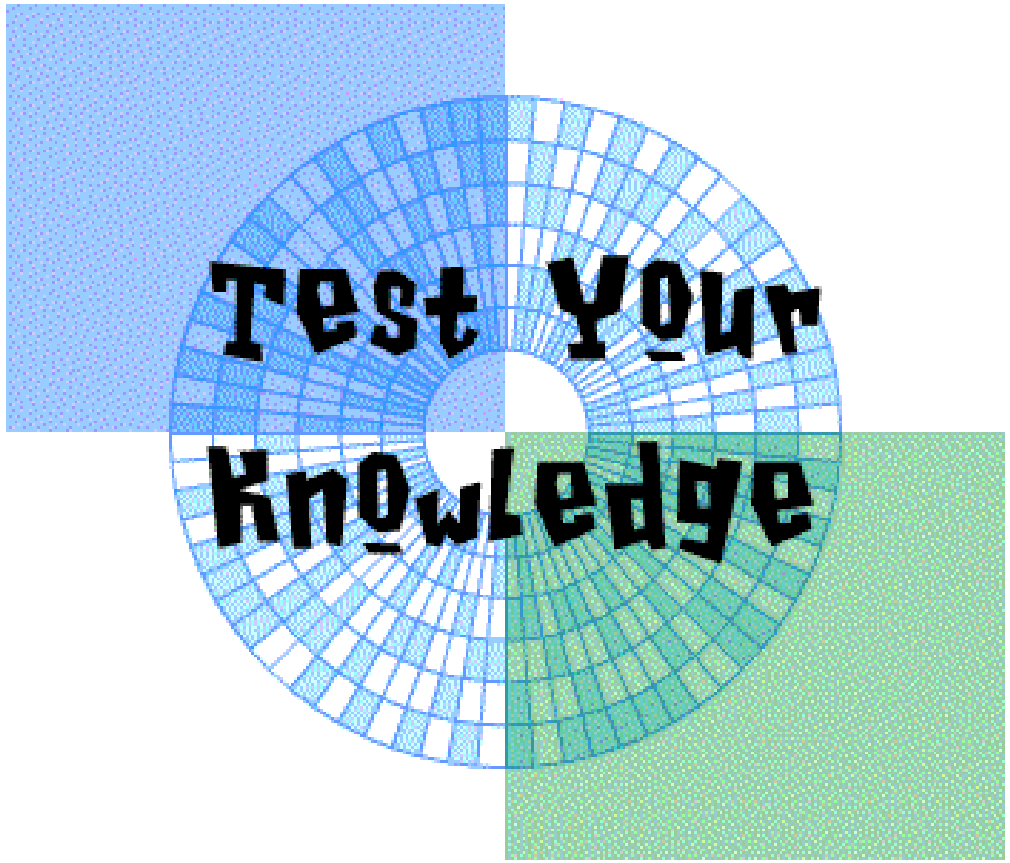
Complete Time Study

Review and Submit (Confirmation Receipt)



TEXAS Health and Human Services

Polling Questions



TEXAS
Health and Human Services

Polling Questions

5. Which is not a role/responsibility of a district HHSC trained secondary RMTS Contact?

A. Manage the time study sample
B. Add a primary/secondary contact in STAIRS
C. Update/certify the participant list
D. Train time study participants that have been selected for a moment on RMTS

6. Districts should review and remove any duplicate positions on the PL before certifying.

A. True
B. False

TEXAS
Health and Human Services

Polling Questions

7. What is true about contract positions listed on the PL?

a. List each contracted person under one position should be listed

b. List position being filled by multiple contractors should be listed as one position on PL

c. List each contracted multiple position should be listed on PL.

d. Contract positions do not belong on the PL

e. B&C

TEXAS
Health and Human Services

Email Messages

Types of Communication managed predominantly via e-mail, i.e.:

- RMTS moment notifications and follow ups
- Participant list updates
- Compliance follow-ups
- MAC Financial notifications and follow-ups

Role in Fairbanks dictates what messages you receive

It's critical that your district authorize your e-mail system to accept emails from Fairbanks.

Confirm with your IT staff to make sure that e-mails with info@fairbanksllc.com, and @hhsc.state.tx.us extensions pass through firewalls and spam filters.

TEXAS
Health and Human Services

Helpful Hints

Passwords

- Passwords will not change
- If you forget your password, you can reset it at the log-in screen

Manage Contacts

- Delete contacts if they are no longer with your district
  - Do not back space and type over the name
- To add a contact in system use the "Add a new contact"
  - Username & Password will be e-mailed
- The primary contact can change primary status from themselves to a secondary. A secondary contact cannot change primary contact status
- There can be only one Primary contact for each role (RMTS, MAC and SHARS)
- There is no limit to the number of secondary contacts

For system questions contact Fairbanks support line: (888) 321-1225

TEXAS Health and Human Services

WRAP UP

- If you are not listed in the Fairbanks system as a Contact then you cannot receive credit for completing this training until you have been added by the Primary RMTS contact or Superintendent
- There are NO certificates for training:
- You will receive an email thanking you for attending today's training, however this does not mean that you will receive training credit.
- RMTS Contacts can view attendance information via Fairbanks by clicking the "Training" tab on the top far right portion of the screen
- A maximum of 9 days processing time is required after attending training before the session attended will be listed next to the RMTS Contact's name and the "status" column will then show full access
- Once "Full Access" is indicated you will be able to update/certify the participant list
- You can print this screen using the printer icon located on the top right corner of the screen for your records

TEXAS
Health and Human Services

Contact Information

Time Study

Richard Baylie- Director (512) 490-3194

Ri-Chard Thomas – Team Lead

Alexandra Young – Rate Analyst

E-Mail Address

TimeStudy@hhsc.state.tx.us

Website

https://rad.hhs.texas.gov/time-study/time-study-independent-school-district-isd

Fairbanks, LLC. (888) 321-1225

info@fairbanksllc.com

TEXAS
Health and Human Services

TEXAS
Health and Human Services

Thank you

Time Study Unit